

BE IN THE KNOW. ENSURE ACCURACY. FOLLOW THESE PROCEDURES WHEN OPENING THE POLLS.

PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for setting up Electronic Pollbooks (EPB). Once the setup process begins, one officer should remain stationed with the EPBs for the remainder of Election Day. If Poll Watchers are present, invite them to observe the opening procedures, as they are performed.

PREPARING ELECTRONIC POLLBOOK

Remove pollbook from black padded sleeve and supplies from supply bag. Plug power cord into AC outlet, then plug other end of power cord into EPB power connection port (red tape).



Plug mouse into USB port (blue tape). If using only two pollbooks, plug crossover network cable into EPB network port (yellow tape).



If using three or more pollbooks, plug network hub power adapter into AC outlet, then plug other end of adapter into network hub. Plug network cable into EPB network port (yellow tape), then plug other end of cable into network hub (green tape).

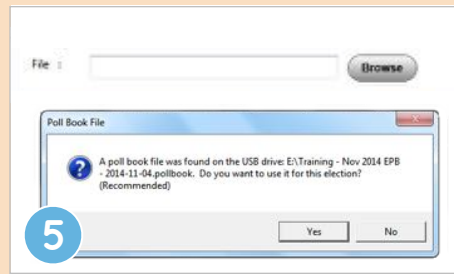


LOADING ELECTION FILE

Insert EPB memory device into USB port (orange tape). Lift and raise screen until it is in an upright position, then press **Power**. Read the Fairfax County Legal Notice, then click **Ok**.



After system initializes and the pollbook program opens, click **Browse**. A pollbook message displays in center of screen, click **Yes**. The pollbook program begins to load (process takes about 5 minutes).



Verify Election Name and Date are correct, then enter **User Password** and click **Log In**. A live backup file message displays in center of screen, click **Yes**. Verify poll site, current time and number of devices are correct, then click **Open Pollbook**.



VOTER SEARCH SCREEN

In top left corner of pollbook screen, verify precinct number and name is correct; check in count is zero; and election status reads open.



In bottom right corner of pollbook screen, verify status reads connected; total devices matches the number of EPBs networked; and plugged in reads charging or battery 100%.



In top right corner of screen, text size adjusts size of font; search scope changes search criteria from precinct to countywide; search returns results; and clear deletes previous search results.



BE IN THE KNOW. ENSURE ACCURACY.
FOLLOW THESE PROCEDURES WHEN CLOSING THE POLLS.

PROCESS OVERVIEW

The Chief or Assistant Chief Officer and one Election Officer are responsible for shutting down Electronic Pollbooks (EPB). Once the closing process begins, one officer should remain stationed with the EPBs until they are secured. If Poll Watchers are present, invite them to observe the closing procedures, as they are performed.

CLOSING POLLS

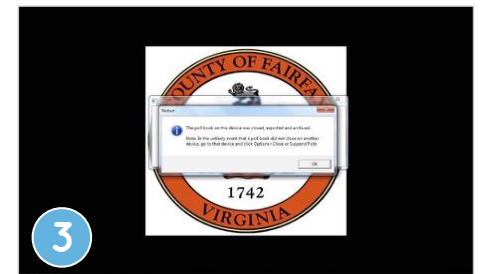
Click **Options**, then click **Pollbook Summary**. The results summary report displays in center of screen. Record the final Checked In Count and OP Count (curbside voters) on Pollbook Certification Sheet and SOR. Click **Close**.



Click **Options**, then click **Close or Suspend Poll**. A close poll message displays in center of screen. Click **Close Poll**. A presiding judge message next displays. Enter **Admin Password**, then click **Log In**.



After system closes, a notice message displays in center of screen detailing the pollbook was closed, exported and archived. Click **Ok**. Move cursor to bottom of home screen, then click **Start** followed by **Shutdown**.



SECURING MEMORY DEVICE AND POLLBOOK

After pollbook powers off, remove EPB memory device and place in Envelope # 2. If using two pollbooks, unplug and remove crossover network cable from EPB network port.



If using three or more pollbooks, unplug and remove network cable from EPB network port, then unplug other end of cable from network hub. Unplug network hub power adapter from side of network hub, then the other end from AC outlet.



Unplug mouse and power cord from pollbook.
Unplug other end of power cord from AC outlet.
Place pollbook in black padded sleeve and supplies
in supply bag. Return pollbook and supply bag to
voting machine cart.

